

# WebBoard™ v8.0 Quick Reference Guide for Users v1.1

## Log on

1. Enter the following URL:  
<http://webboards.tsa.dhs.gov>. - For easy access to this link, please add it to your web browsers favorites list.
2. Select the link for a board you have access to – *board(s) included in your Access Email*.
3. Enter your User ID - *See Access Email*.
4. Enter your Temp. Password - *See Access Email*.

## Log Off

1. From any screen with a menu bar, click the **Log off** link.

## Forgot Password

1. From the webboard log on screen, click the “**Forgot Password?**” link.
2. In the “Forgot Your WebBoards Password?” window, enter your **Username**, and then click the **Email Password** button.
3. The password will be emailed to the email address on file for that WebBoards account.

## Change Password

1. From any screen with a menu bar, click the **Options** link.
2. Click the **My Profile** link.
3. Enter your new password in the **Password** field, and re-enter it again in the **Confirm Password** field, then click the **Save** button at the bottom of the screen.
4. To return to the Options screen, click the **Options** link.

**Note:** Click the **Suggest Password** button to the right of the password field to view a randomly generated password that conforms to TSA password policy.

## Read a Topic

1. Click on the desired conference.
2. Expand the applicable topic tree. Click the (+) sign.
3. Read the contents of the topic. Click the desired topic.

## Read a Document

1. Click on the desired conference.
2. Expand the applicable topic tree. Click the (+) sign.
3. Identify the message with the attachment that you want to read.
4. Click the linked document filename (if prompted, save the file to your machine and open locally.)

## Reply to a Topic – if not a Read Only Conference

1. Click on the desired conference.
2. Expand the applicable topic tree. Click the (+) sign.
3. Click the **reply** link associated with the topic.
4. Enter your topic text in the **Message** box area.
5. If you will not be attaching a document, then click the **Post** button.
6. If you will be attaching a document:
  - a. Select the **Attach File** checkbox.
  - b. Click the **Post** button.
  - c. Select the appropriate **Category** icon radio button.
  - d. Enter the location of the document in the **File Location** field. If you do not know the location, click the **Browse** button, locate the file and select the file.
  - e. If you choose to attach another document, select the **Upload Another** checkbox, click the **Upload Now** button, and then repeat the process.
  - f. When finished, click the **Upload Now** button.

## Receive Email Notification

**\*When you first Login you will (NOT) receive any notifications - you must perform this process for each conference you wish to monitor.**

1. From any screen with a menu bar, click the **Options** link.
2. Click the **My Mailing Lists** link.
3. To subscribe to a mailing list, select the applicable checkbox(s) next to the name of the mailing list.
4. Click the **Save** button.

To view a listing of watched conferences, click the **Options** link, and then click the **My Mailing Lists** link.

**Note:** If you are watching a conference and you check the **Watch This Topic** box from within a topic, you will receive (multiple email notifications) for each new reply to the topic.

## Post (Create) a Topic – If not a Read-Only Conference

1. Click on the desired conference on the left.
2. Click one of the **New Topic** buttons on the right.
3. In the **Subject** field, enter the name of your topic.
4. Enter your topic text in the **Message** box area.
5. If you will not be attaching a document, then click the **Post** button.
6. If you will be attaching a document:
  - a. Select the **Attach File** checkbox.
  - b. Click the **Post** button.
  - c. Select the appropriate **Category** icon radio button.
  - d. Enter the location of the document in the **File Location** field. If you do not know the location, click the **Browse** button, locate the file and select the file.
  - e. If you choose to attach another document, select the **Upload Another** checkbox, click the **Upload Now** button, and then repeat the process.
  - f. When finished, click the **Upload Now** button.

## All Available Boards

1. From within a board, click on the **Boards** link located just below the tool bar. For example:  
**Home Page » My Home Page » Boards » ...**
2. A list of all the boards you have access to will be displayed on the right. Click on a board to access it, you don't have to login a second time.

To request WebBoard™ assistance, telephone the

**SPOC Help Desk:  
1-800-253-8571**

**Be sure to specify the webboard you need help with ,  
i.e. “TSA Training WebBoard”.**

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WebBoard - Jane Doe - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Print Preview Full Screen

Address <https://webboards.tsa.dhs.gov/WB/default.asp> Go Links

## WebBoard 8.0 Testing Site (WB01)

 **Transportation Security Administration**

Search Options Help Log off Welcome Jane Doe

Home Page » My Home Page » Boards » TSA Training WebBoard » Sample Conference #3 » Conf #3, Sample Topic Message #4 Show New Messages

**Conferences**

- Announcements (1, 1 new)
- Contact Lists (1, 1 new)
- General Instructions & Information (1, 1 new)
- Information Circulars (1, 1 new)
- Meeting Minutes (1, 1 new)
- Operations Directives (0)
- Sample Conference #1 (3, 3 new)**
- Sample Conference #2 (3, 3 new)**
- Sample Conference #3 (4, 4 new)**
  - Conf #3, Sample Topic Message ... (1, 1 new) 10/30/06
  - Conf #3, Sample Topic Message ... (1, 1 new) 10/26/06
  - Conf #3, Sample Topic Message ... (1, 1 new) 10/26/06
  - Conf #3, Sample Topic Message ... (1, 1 new) 10/25/06

**Topic**

Author	Message
<a href="#">Jane Doe</a>	<b>Subject: Conf #3, Sample Topic Message #4</b>
	Conf #3, Sample Topic Message #4 with Attachment
	<b>Sample Attachment Document.txt</b>
	Posted: 30 Oct 2006 11:48 AM Originally Posted: 30 Oct 2006 11:44 AM
<a href="#">email</a> <a href="#">profile</a>	<a href="#">delete</a> <a href="#">edit</a> <a href="#">quote</a> <a href="#">reply</a>
<a href="#">Watch this Topic</a>	<a href="#">Mark this topic read</a>

Conference(s) in Bold

Topic(s) are indented

To read a Message/Document:  
1. Click on (+) sign next to desired conference to display all Topics within the conference.  
2. Click on desired Topic to open and view content on right.